



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
Washington, DC 20233-0001

**DELEGATED EXAMINING UNIT  
VACANCY ANNOUNCEMENT**

**Vacancy Announcement Number:** ASF 00-108

**Opening Date:** August 07, 2000

**Closing Date:** August 18, 2000

**Position and Salary:** Survey Clerk (Office Automation)  
GS-0303-05 (\$23,336 - \$30,334 per year)

**Promotion Potential:** GS-05

**Duty Location:** Seattle Regional Office  
Seattle, WA

**Type of Appointment:** Competitive Service - Term Appointment  
NTE 13 Months. May Be Extended for up to  
a maximum of 4 years.

**Work Schedule:** The work schedule for this position is Mixed  
Tour. With a Mixed Tour work schedule, an  
employee may be changed between full-time,  
part-time, and intermittent work schedules to  
accommodate fluctuating workloads and is  
subject to a signed agreement.

**Relocation Expenses Will Not Be Paid.**

**Applications will be accepted from:** All sources. This is a  
competitive vacancy, open to all United States citizens,  
advertised under examining authority delegated to the  
Department of Commerce by the U.S. Office of Personnel  
Management.

**DUTIES:** The incumbent of this position does a variety of  
clerical support required for conducting data collection  
activities in the regional office's data collection  
activities. May provide technical direction to other employees

which includes receiving survey materials from the Bureau, checks to assure correctness, and makes any necessary changes. Prepares listings and/or mail panels, making any necessary corrections. Assists in making interviewing assignments considering workload and residence of field representatives. Prepares and mails interviewing assignments, collates questionnaires, control cards, maps, segment folders and other necessary forms, and maintains all required files. Assembles, packs, and mails survey materials to the field interviewer. Follows up with field interviewing staff to assure assignment is complete and to resolve problems. Computes production allowances and prepares office reports on production, training, and progress. Types routine administrative and program forms. When required does other duties of a related nature and of similar requirements. May supervise part-time clerks when required.

**MINIMUM QUALIFICATION REQUIREMENTS:** To be minimally qualified for this position, applicants must have a typing proficiency of at least 40 words per minute. Applicants must provide a signed and dated statement certifying typing ability over 5 minutes that shows number of words per minute and number of errors.

In addition, applicants must have the experience or education below or a combination of both.

**Experience:** Applicants must have one year of specialized experience equivalent to the GS-04 level in the Federal service. Specialized experience is work experience that demonstrates the ability to provide office support to a staff and perform clerical duties such as: mass mailings, file system management, telephone monitoring and interviewing, or other routine office procedures using office automation equipment such as a typewriter and personal computer. This experience was gained in work such as: Determining interviewing assignments considering workload and location of residence, assembling and mailing assignments, receiving materials, and checking for accuracy making necessary changes; supervises the preparation of survey documents and draws monthly samples, sub-samples, auxiliary samples; answers inquiries from respondents and survey staff regarding survey procedures, performs telephone interviewing on difficult or problem cases, clarifying questionable responses. Typing routine administrative and program forms, and memorandum necessary to maintain program and administrative services on a typewriter and/or personal computer; and maintaining program forms and offices files and compiling a variety of reports.

You use judgement and initiative to independently plan and complete routine work assignments and in solving problems. You refer difficult situations to the supervisor for resolution. Your work is reviewed in accordance to quality standards and deadline requirements.

**Education:** Four years of education above high school obtained in an accredited business, secretarial or technical school, junior college, college, or university. You must submit a copy of your college transcripts - see the How To Apply section for more information.

**EVALUATION CRITERIA - QUALITY RANKING FACTORS:** Applicants meeting the minimum qualifications will be further evaluated based on the degree to which their experience, training, and education reflect possession of the following Quality Ranking Factors (QRFs). This evaluation determines the list of eligible candidates who will be referred to the selecting official for final consideration. Eligible candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

**NOTE:** Applicants **MUST** submit a supplemental narrative statement to their resume or application (on plain bond paper) addressing each QRF. Each narrative should describe pertinent education, training, or experience, **with specific examples**, showing how the applicant meets each QRF. Failure to provide a separate narrative statement for each QRF will eliminate applicants from further consideration.

1. Knowledge of survey procedures and manuals.
2. Knowledge of survey methods and terminology in order to review, edit, and utilize questionnaires.
3. Knowledge of survey requirements.

#### **HOW TO APPLY**

You must submit a resume, Optional Application for Federal Employment (OF-612), or SF-171 plus any additional required material **for each grade level of the vacancy for which you are applying**. A complete application package for each grade level of interest must be received by the close of business (5:00 PM EST) on the closing date of the announcement. **ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Washington, D.C. 20233-1407. **IF USING A**

**CARRIER OTHER THAN THE U.S. POSTAL SERVICE, ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Suitland, MD 20746. Applications may be faxed to 301-457-6824.

IT REMAINS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THE TIMELY RECEIPT OF THE APPLICATION PACKAGE REGARDLESS OF SUBMISSION METHOD USED.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

**JOB INFORMATION:**

- \* Vacancy announcement number and title of position stated on each application.
- \* Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated. If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

**PERSONAL INFORMATION:**

- \* Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- \* Social Security number. **(NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.)**
- \* Country of citizenship **(THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP)**
- \* Highest Federal civilian grade held (if applicable)

**EDUCATION:**

- \* High School - name, city, state, and date you received diploma or GED.
- \* Colleges and Universities - name, city, state, majors(s), type of degree(s) received (if any), and date(s) received. YOU MUST SUBMIT A COPY OF YOUR UNDERGRADUATE/GRADUATE TRANSCRIPT(S) IF THE ANNOUNCEMENT

SPECIFIES EDUCATION AS PART OF THE BASIC ENTRY REQUIREMENTS, IF YOU ARE QUALIFYING BASED ON SUBSTITUTION OF EDUCATION FOR EXPERIENCE, OR IF YOU ARE QUALIFYING BASED ON SUPERIOR ACADEMIC ACHIEVEMENT. Transcripts must show course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to provide official transcripts.

- \* To receive credit for education completed in foreign colleges or universities, you must show proof that such education is equivalent to education received in an accredited educational institution in the United States.

**WORK EXPERIENCE:** Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

**OTHER QUALIFICATIONS:** Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)

**10-POINT VETERANS' PREFERENCE:** To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

**5-POINT VETERANS' PREFERENCE:** To receive 5-point veterans' preference, attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the

following conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist served the full period for which called to active duty (Reservists must include appropriate documentation).

**APPLICANTS ON ACTIVE DUTY:** Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

**SPECIAL NONCOMPETITIVE HIRING AUTHORITIES:** For all applicants eligible for special noncompetitive authorities, submit proof of eligibility for consideration under one of the following hiring authorities. Also, indicate on the first page of your application(s) which authority you wish consideration under. Eligible applicants will be considered under both competitive examining and the special hiring authority.

**Veterans Readjustment Appointment:** (Can be used for positions up to GS-11.) Provide copy of DD-214.

**30% Disabled Veterans' Appointment:** Provide DD-214 and a certificate from the Veterans Administration dated within one year of the closing date of this announcement.

**Severely Physically Handicapped Schedule A Appointment:** (Applicable to permanent vacancies only): Provide a certification of eligibility from the State Vocational Rehabilitation agency or the Veterans Administration.

**Peace Corps/Vista Appointment:** Show proof of such employment.

**Outstanding Scholar Appointment:** Provide transcript of all undergraduate course work. (This authority can only be used for specific series and job titles at the GS-5 and GS-7.

Visit OPM's website at [www.opm.gov](http://www.opm.gov) for information on acceptable positions under this authority.)

#### **OTHER IMPORTANT INFORMATION**

- \* Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority. CTAP and ICTAP eligibles will be considered well qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical,

suitability, education, experience, selective factors, and quality ranking factors for the vacant position. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- \* The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.
- \* All eligibility requirements must be met by the closing date of this announcement.
- \* You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- \* Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- \* If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- \* Applications received in government postage-paid envelopes will not be accepted.
- \* This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-457-3274. The decision on granting reasonable accommodation will be on a case-by-case basis.
- \* For additional information about this vacancy, please contact the Delegated Examining Unit at 301-457-6852.